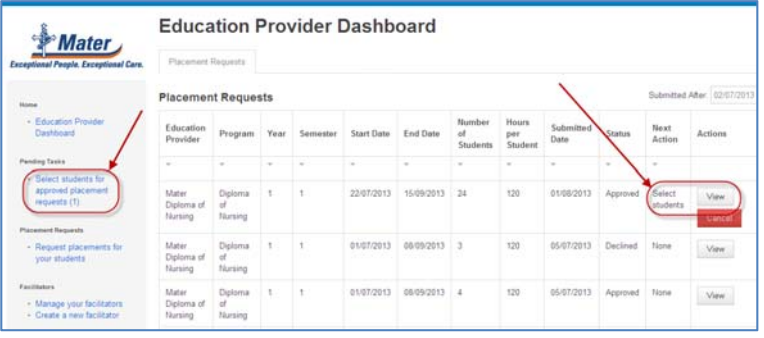
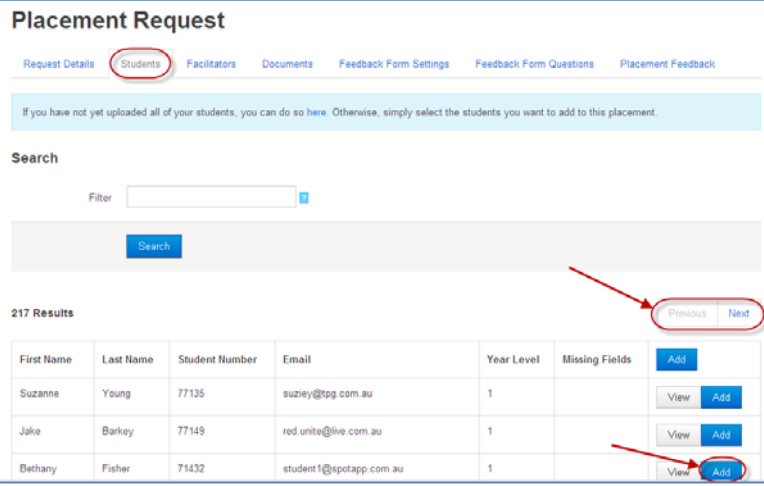
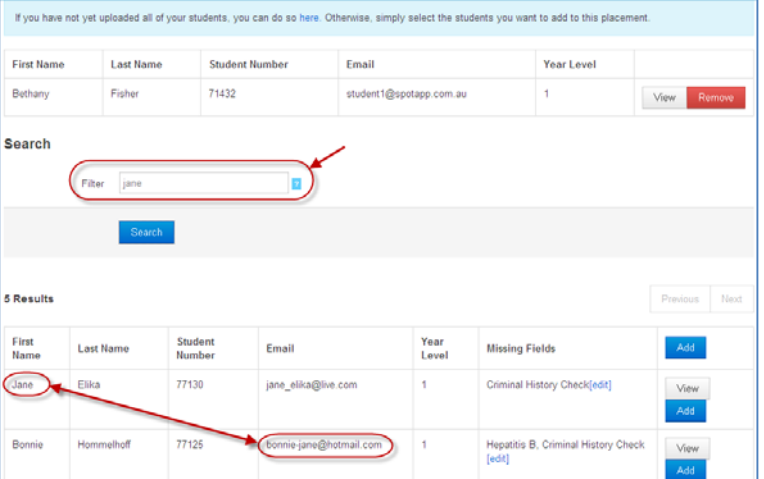


EPRef-02 – Education Provider Reference Sheet – Selecting Students for a Placement.

Steps	Action	What it looks like
1.	<p>Once a Placement Request is approved by the placement provider, its status on your Education Provider Dashboard will update to Approved, and you will be prompted to Select students to assign to the placement.</p> <p>Click on the Select students for approved placement requests (#) prompt, or alternatively click the View button on the chosen Placement Request to navigate to the Placement Request screen.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a table of 'Placement Requests'. The table has columns for Education Provider, Program, Year, Semester, Start Date, End Date, Number of Students, Hours per Student, Submitted Date, Status, Next Action, and Actions. One request is in 'Approved' status, and a red circle highlights the 'Select students' button in the 'Next Action' column. Another red circle highlights the 'View' button in the 'Actions' column for the same request.</p>
2.	<p>The Students tab is where you will select which students will be on this placement.</p> <p>All students that have previously been uploaded to SPOT and who have a matching Program to the Placement request will display in a list. You can navigate the list using the Previous/Next buttons.</p> <p>To add a student to this placement, click that student's Add button.</p>	 <p>The screenshot shows the 'Placement Request' page with the 'Students' tab selected. It displays a search bar and a list of 217 results. The list has columns for First Name, Last Name, Student Number, Email, Year Level, and Missing Fields. Red circles highlight the 'Previous' and 'Next' buttons at the top right of the list, and the 'Add' button for the student 'Bethany Fisher'.</p>
3.	<p>To search for a particular student, type their name into the Filter field and click the Search button.</p> <p>To search for a group of students, copy and paste from an excel spread sheet the applicable Student Numbers into the Filter field and click the Search button.</p> <p>Only students with either a matching name and/or email address will then</p>	 <p>The screenshot shows the 'Placement Request' page with the search filter field containing the text 'jane'. The search results list shows 5 results. A red circle highlights the search filter field, and another red circle highlights the 'Add' button for the student 'Jane Erika'.</p>

display.

4. If a student you wish to select does not have all of the information that the Placement Provider is requesting, this will display in the **Missing Fields** column. It will show which fields are required that are missing and an **[edit]** button. Clicking the [edit] button will open the **Edit Student** window.

First Name	Last Name	Student Number	Email	Year Level	Missing Fields	Add
Stu	Dent-one	20002	spot.student1@hotmail.co.uk		Hepatitis B, Medical Conditions, BLS Competency, Criminal History Check[edit]	View Add



5.

The **Edit Student** screen displays the:

- **Required student fields** that are mandatory for all students in the top section
- **Additional student fields required by some placement requests** that are displayed in the lower section.

You will need to enter either a:

- text response, (i.e. a *Medical Condition* that placement staff may need to be aware of for the student's safety)
- date response, (i.e. an immunisation date)

Once you've completed any edits click **Save** and close the window.

You can then click your browser's refresh button and add the student to your placement.

Edit Stu Dent-one

< Back

Required student fields:

Student Number

Email

First Name

Last Name

Additional student fields required by some placement requests:

Hepatitis A

Hepatitis B

Measles Mumps Rubella

Varicella Zoster

Diphtheria Tetanus Pertussis

Annual Seasonal Influenza

Medical Conditions

Special Requirements

Blue Card Number

Blue Card Issue Date

Blue Card Expiry Date

BLS Competency

Manual Handling Competency

Criminal History Check

Save

6.

If a student(s) you want to add is not displaying in the list, you can add their details by clicking on the [here](#) link and following the steps in reference sheet *EPRRef-05 Uploading Student Details*.

You can also view a student's details or remove them from the placement by using the **View** and **Remove** buttons.

Placement Request

Request Details Students **Facilitators** Documents Feedback Form Settings Feedback Form Questions Placement Feedback

If you have not yet uploaded all of your students, you can do so [here](#). Otherwise, simply select the students you want to add to this placement.

First Name	Last Name	Student Number	Email	Year Level	
Stu	Dent-one	20002	spot.student1@hotmail.co.uk	1	View Remove

7. You can continue to add students until you've reached the approved number. If you attempt to add more students than approved on the placement request, the following error will display.

Error. This placement request is full.

8. If you attempt to add a student that is already assigned to placement request for the same period, the following error will display.

Error. This student already has a placement during that time.